

9 April 1968

MEMORANDUM FOR: Deputy Director of Personnel for Plans and Control  
THROUGH : Chief, Plans Division  
SUBJECT : Improved Statistics on Contract Personnel  
REFERENCE : Memo from OPSER/P to DD/Pers/P&C, dtd 4 April 68,  
same subject

1. Reference memorandum requested OP comments on a CS proposal which would centralize in the Office of Personnel statistics on contract personnel. It would exclude encrypted operational agents, indigenous maintenance and support personnel, and employees of proprietary projects. The basis for the statistics would be accomplished in the same manner as is currently the practice in the case of staff personnel. Form 1152, Request for Personnel Action, would be required for actions on contract personnel.

2. We believe that the proposal is a good one and agree with all of the justifications contained in reference. It would, for the first time, give some degree of centralized personnel administration of contract personnel. It would, for the first time, give centralized statistics which should have a high degree of accuracy.

3. One aspect of this matter about which I know very little is what problems if any would the processing of these additional 1152's create and who in the Office of Personnel should have responsibility for them.

25X1A 4. The adoption of reference proposal would require extensive revisions of current versions of [REDACTED]

SIGNED

25X1A [REDACTED]

Chief, Regulations Branch  
Office of Personnel

2 Atts

Att 1: Referent Memo

Att 2: Draft Memo to DDP from DDP/OP,  
undated

Distribution:

Orig. & 1 - Addressee  
Approved For Release 2000/05/16 : CIA-RDP81-00314R000600110024-3  
25X1A 1 - Regulations Branch (w/o att)

OP/ED: [REDACTED] :kls (9 April 1968)

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COMMENTS ON CONTROL OF CONTRACT EMPLOYEES

1. General - The problem is still twofold: (1) we must get an early count on contract employees and career agents, and (2) we must work towards a complete personnel system to control this category of personnel. In order to accomplish the second phase in a reasonable amount of time, we will require use of the Office of Computer Services manpower to aid in the completion of a system.

2. Policy items involved in the control contract personnel system -

a. Centralized contracting authority only.

b. To be realistically reliable and should be a tie-in with Payroll.

c. Every change of status or pay should be inputted to the computer.

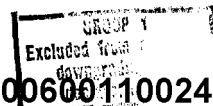
d. All people who receive fringe benefits should be under these controls.

3. Immediate accounting of contract personnel; there are two ways of getting an immediate count -

a. Make a supplemental report to the BALPA report and have the components quarterly count and report on contract agents A and B and career agents.

b. With the existing quarterly non-staff report compiled by the Office of Personnel with information supplied by the various components.

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4. Specific comments on the memorandum -

a. The phrase concerning no preconceptions about how these individuals will be controlled should be eliminated.

b. Unless there is an internal ceiling applied to these people, there will be no control.

c. It will be impossible to get total cost per employee but we could get salary.

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COMMENTS

1. I don't know how we can argue with the substance of Vince's memo. Its purpose is clear, limited and logical.
2. See suggested changes on copy of draft.
3. Agree with Bob's comments amplified to the following extent:

There is a third alternative to an immediate accounting. We can delay the initial inventory until we get agreement on the "1152" and on the scope of the OCS/OP program. We can then proceed with our original plan, i.e. assemble a task force to input "X" items (including the four required) from the files to the form to the computer. Until yesterday this was our phase I thinking. In phase II, III, etc. we hoped to move progressively down the road toward a completely mechanized system. However, to implement phase I requires a bit more time, coordination and some basic policy decisions on at least the framework for the ultimate information/control mechanism desired in paragraph 2 of Vince's memo. This we may not get. Equally important, it involves a recognition by the DD/S that the OCS contribution may, in the short run, delay the SIPS effort a bit but that in the long run the delay will be justified.

If we can't get Mr. Bannerman to agree to our basic idea for the "ultimate" system implemented by installment, I believe we (OP/OCS) should suspend action on developing such a system and concentrate our present efforts on devising and implementing a damn good manual

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RECORD NO.		INVENTORY - NON STAFF PERSONNEL			
1		2		3	4
A	ARBITRARY NO.		SUBJECT'S 201 201-		OTHER FILE NO.
B	SURNAME		1ST NAME	PERSONALIA	OTHER GIVEN NAME/TELECODE
C	COUNTRY OF BIRTH		DATE OF BIRTH		CITIZENSHIP
D	COUNTRY CURRENTLY RESIDES		CITY CURRENTLY RESIDES-YEAR		MARITAL STATUS (most recent)
E	OVERT OCCUPATION		LANGUAGE		LANGUAGE
F	MILITARY SERVICE-COUNTRY		BRANCH OF SERVICE		INCLUSIVE DATES
G	COUNTRY AREA KNOWLEDGE		COUNTRY		COUNTRY
H	FUNCTION(S) PERFORMED FOR AGENCY (limit to 62 spaces)				
I	FUNCTION(S) PERFORMED FOR AGENCY (limit to 62 spaces)				
J	CONTRACT EMPLOYEE		TYPE A OR B	TYPE EMPLOYEE	CONTRACT EMPLOYEE WIFE
K	MAINTENANCE/SERVICE		CONSULTANT		PROPRIETARY OR SUBSIDY
L	FIELD AGENT		HQS. FF OR USF		INDEPENDENT CONTRACTOR
M	OPERATIONAL APPROVAL		POA	STATUS	STAFF CLEARANCE
N	HQS COMPONENT RESPONSIBLE		FIELD STATION RESPONSIBLE		PROJECT
O	ENTRY ON DUTY DATE		YEARLY SALARY		DATE LAST PAY CHANGE
P	PART OF A RETIREMENT PLAN - SPECIFY (limit to 62 spaces)				
Q	DATE TERMINATED		REEMPLOYABLE		STAFF CEILING SPACE
R	REMARKS (re: termination, etc.) (limit to 62 spaces)				
	ATTITUDE				

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**Next 16 Page(s) In Document Exempt**

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<b>TRANSMITTAL SLIP</b>		DATE 9 April 1968
TO: Chief, Plans Division		
ROOM NO. 512	BUILDING Magazine	
REMARKS:		
FROM: Chief, Regulations Branch		
ROOM NO. 512-C	BUILDING Magazine	EXTENSION 3465

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

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<b>OFFICIAL ROUTING SLIP</b>					
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1	25X1A [REDACTED]		5 APR 1968		
2	Deputy for Plans & Control				
	512 Magazine				
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4					
5					
6					
ACTION		DIRECT REPLY	PREPARE REPLY		
APPROVAL		DISPATCH	RECOMMENDATION		
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